

City of Greenbelt

City Manager's Report

Week Ending July 9, 2021

1. On leave

2. Assistant City Manager

- a. Attended Council work session on the Greenbelt Museum
- b. Assisted in organizing and attended the CRAB Policing Forum (7/8)
- c. Prepared MML LAR materials for the Council meeting
- d. Processed employee additions/forms
- e. Approved check request/invoices

3. Human Resources

- a. Set up clerical tests for Administrative Assistant applicants (GAFC) for July 19 and sent out invitations.
- f. Started work on the quarterly census for LifeWork Strategies (EAP provider)
- g. Participated in interviews for PW Parks & Horticulture Maintenance Worker II
- h. Participated in second interviews for the CARES part time Family Counselor
- i. Assisted employee with filling out paperwork for the DROP program with MSRPS
- j. Made offers to the finalists for CARES Family Counselor (P/T) and Bilingual Crisis Intervention Counselor (F/T)
- k. Worked on employee's need for disability coverage
- l. Reconciled and submitted Hartford Life Insurance Bill for payment

4. City Treasurer/Finance

- a. Finished inputting and reconciling FY 2022 budget numbers into the Central Square Financial Management System.
- b. Continued conversations with representative of Tyler Munis Financial Management system in preparation for demonstration of this system on July 22nd.
- c. Updated negotiated vendor list for Council review.
- d. Began year-end closing tasks for FY 2021 and began setting up FY2022 activities.
- e. Reviewed recommended financial policies from Davenport in advance of submission to Council.
- f. Processed purchase orders and vendor payments.

5. Information Technology

- a. Onboard new Help Desk employee
- b. Research email strings for HR
- c. 3 vendor meetings

6. Economic Development

- a. 3 businesses responded to inquiries about programs for clients, local real estate and business networking opportunities.
- b. 2 businesses shared Covid19-related updates about current business activities.
- c. Worked with 3 businesses to pass along resources to share with the community.

- d. Reached out to 10 businesses and nonprofit organizations to reconnect and check-in on current business activities.
- e. Sent out the July Business Brief newsletter.

cc: Department Heads

Tim George, Assistant City Manager

Dawane Martinez, Human Resources Director

Bonita Anderson, City Clerk